



For our Subsidiary at Jaipur, India we are searching for a

Operations Manager (f/m/d)

SCALE is a key development partner for major Automotive OEMs worldwide in the domain of software development for simulation process and data management systems. SCALE roots for innovation, creativity, and premium quality software solutions. Our core areas of expertise include engineering and IT services, CAE methods development, finite element software development, training, and software solutions for CAE simulation process and data management.

Your Responsibilities

Events, Conferences & Marketing Support

- Plan, organize, and coordinate company's participation in conferences, expos, and similar events
- Prepare event participation summaries and manage lead generation processes
- Support global marketing initiatives including posts on LinkedIn and other social media channels, as needed

Office Operations & Procurement

- Plan and manage inventory and procurement of office supplies, including stationery, IT hardware, company merchandising articles, and marketing material
- Coordinate and interact with vendors and service providers, ensuring timely delivery and quality of services
- Handle miscellaneous administrative and organizational tasks assigned by management
- Close coordination and communication with operations and finance team at parent organization in Germany

Team Events & Culture

- Assist with organization of company annual team outings, team lunches/dinners, and internal team events

Policies, Processes & Documentation

- Assist with drafting and updating office policies, workflows, and procedures
- Support the management in documenting and improving operational processes

HR & Employee Lifecycle Support

- Support employee reimbursement processing in coordination with finance
- Coordinate end-to-end onboarding for new employees
- Manage the local attendance and leave records
- Coordinate with recruiting agencies and internal hiring managers on candidate shortlisting, interview coordination, and feedback sharing
- Assist with organizing employee exchanges between Germany and India teams

Finance & ERP Support

- Actively participate in the invoice processing cycle, including uploading invoices into the ERP system, tracking payment status, and ensuring proper documentation

Job Requirements

- Bachelor's degree in business administration or a related field; MBA preferred
- Minimum 5 years of experience managing office operations across HR, marketing, and/or administrative functions, preferably in a services or tech-oriented environment
- Excellent written and verbal communication skills in English
- Strong multitasking, prioritization, and time management capabilities
- Very good working knowledge of MS Office and Google Workspace
- Hands-on experience with AI tools such as ChatGPT, Claude, etc
- Working knowledge of an ERP tool (e.g. Odoo) is an advantage
- Demonstrated customer service mindset with strong communication and presentation skills
- Outstanding team player: dynamic, proactive, and enjoyable to work with

What We Offer

- Unique opportunity to develop your career in a start-up environment and a rapidly growing international team
- Flat hierarchy, shorter decision paths, and an accountable working environment
- Competitive compensation inclusive of pay and bonus incentives
- Regular possibilities for further development
- Group mediclaim policy
- Personal accident policy
- Flexible working time

Why Do We Need You?

SCALE GmbH is in the process of expanding its business in India and has established its subsidiary SCALE India to tap into India's rich software developer as well as CAE application engineering community, and benefit from the availability of a highly qualified workforce. To support this motive, in 2022 SCALE GmbH has laid foundations of a technical development centre in the culturally and economically rich city of Jaipur, Rajasthan. The rapidly growing IT/ITeS and software development ecosystem of Jaipur and its close vicinity to the Delhi-NCR Region is a key contributing factor in SCALE India's success in developing high quality, cutting-edge and scalable software solutions for its customers in India and Abroad. SCALE India's software development and application engineering team would function as an extension of the team at various locations in Germany and USA, assisting in the development as well as consulting of the SCALE.sdm products and thus contributing to the success of the brand SCALE.

To support our continuing growth in India, we are looking for an Administrative Assistant / Operations Manager who will manage a wide range of operational and administrative activities for our Jaipur office and act as a reliable link between our Indian and German teams.

Aspiring to Skyrocket Your Career and Be a Part of SCALE India's Success Story?



Apply now by sending your resume to jobs@scale-sdm.in